

## LC OPERATIONS MANUAL

### 13.11 PURCHASING

- 13.11.1 All purchases over \$100.00 must be authorized by a purchase order from LC Head Office.
- 13.11.2 Items requiring purchase orders must have three written estimates or similar indication of cost.
- 13.11.3 All printed material and publications must be produced through LC Head Office unless given prior approval by the Board of Directors.